

GARDNER, J. H. 11/47
0-520497

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FAIRFIELD-SUISUN ARMY AIR BASE, CALIFORNIA OPS/JJJ/k1
AIR TRANSPORT COMMAND
HEADQUARTERS, 1504TH AAF BASE UNIT
WEST COAST WING, PACIFIC DIVISION

18 April 23 1945

061.

2
TO: CG, WCW, PD-ATC, (Fairfield-Suisun AAB,) California 3

SUBJECT: Letter of Transmittal, Maps

1. Request acknowledgment of receipt of attached

twenty (20) copies of maps pertaining to the local flying areas.
Areas are outlined in read. 6

7 (For the Commanding Officer:

1 Incl: Maps (20)

2 (S/Sgt John J. Jones)

OPS/JHH/jj → 9-4

10
(5th Ind.)

92-17
(061.

HQ, WCW, PD-ATC, 1502d AAFBU, 49 Fourth St. San Francisco 2,
California 25 Apr 1945

TO: COMMANDING OFFICER, 1504TH AAF BASE UNIT, WCW, PD-ATC) "
FAIRFIELD-SUISUN ARMY AIR BASE, CALIFORNIA

12 Receipt acknowledged.

OFFICIAL: 13

JACK H. HART → 14-15
Adjutant

(20 Incls w/d -16

(NOTE: to all personnel taking examination on "Military Correspondence": there are a number of errors and mistakes in the letter and indorsement set forth above. There are over twenty (20) of these mistakes. A credit of five (5) points will be given for each mistake noted correctly by you. On the reverse side of this sheet of paper, list numerically, with a brief statement of "What is wrong," each error or mistake you are able to discern).

1. Heading improperly arranged
2. Subject precedes direction
3. CG is not at Fairfield
4. Should be double-spaced
5. Should be single spaced
6. misspelled reach - should be red
7. should be capitals
8. Entrusted personnel cannot sign. Should be an officer
- 11-9. 9A and 9B¹⁷ initial & Dewey decimets should be exchanged
10. Should be 1st Incl. instead of 5th Incl.
11. ~~Should not be in capitals~~
12. Should be indented and numbered
13. Used only in orders
- 14.-15. Should include rank and be placed to the right in signature position
16. Should read 1 Incl. in Mass (20)
- 18- Should be double spaced instead of single spaced